



# **Judicial Council of California**

## **Administrative Office of the Courts**

Trial Court Financial Policies and Procedures

Policy No.  
Page

**FIN 7.01**  
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# **CONTRACTS**

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# Contracts

## **1.0 Table of Contents**

(Revised 7/04)

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## **2.0 Purpose**

(Original 8/01)

The purpose of this policy is to establish uniform guidelines for the trial court to follow in preparing, reviewing, negotiating, and entering into contractual agreements with qualified vendors.

## **3.0 Policy Statement**

(Revised 9/10)

The trial court must execute a written contract when entering into agreements for services or complex procurements of goods. It is the responsibility of every court employee authorized to commit trial court resources to apply contract principles and procedures that protect the interests of the court.

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#### **4.0 Application** (Original 8/01)

This policy applies to all trial court officials and employees.

#### **5.0 Definitions** (Revised 9/10)

Refer to the Glossary for the following key terms used in this policy.

**Consideration**  
**Contract**  
**Contractor**  
**Contract Suspension**  
**Indemnification**  
**Interagency Agreement (IA)**  
**Intra-branch Agreement (IBA)**  
**Liquidated Damages**  
**Master Agreement**  
**Memorandum of Understanding (MOU)**  
**Negotiate**  
**Purchase Order (P.O.)**  
**Retention**  
**Termination**  
**Warranty**

#### **6.0 Text** (Revised 9/10)

1. This section addresses basic contract principles and policies that must be applied to agreements for services and complex procurements of goods. Complex procurements are those buying activities that require considerable and detailed explanation of the requirements and obligations of the buyer and seller. Complex procurements also require special contract clauses that are not typically covered by the standard

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terms and conditions of a purchase order. Purchase order terms and conditions are usually sufficient when goods are purchased, but rarely apply to contracts for services. An interagency agreement or a MOU is generally used when the transaction is between the trial court and another government entity. An intra-branch agreement (IBA) is to be generally used when the transaction is between the trial court and another judicial branch entity. The Executive Branch interagency form agreement should be used when a trial court is contracting with an agency of the Executive Branch and payment from the court is required. See Policy No. FIN 7.02, Memorandums of Understanding (MOUs), Interagency Agreements (IAs), and Intra-Branch Agreements (IBAs) for the use of MOUs and IBAs.

2. It is the responsibility of every person authorized to commit the trial court's resources to review, negotiate, award, and manage contracts that protect the interests of the court. The contractual obligations and liabilities assumed by the court should be reasonably proportionate to the kinds of goods and services it receives from its contractors.

## **6.1 Contract Elements**

(Revised 9/10)

1. Every contract must identify the contracting parties and consists of four major elements; cost or other consideration, schedule, scope of work, and terms and conditions. Each major element must be clearly defined in every contract so that:
  - a. the court's needs are met, and
  - b. the contractor and the trial court understand their performance obligations.
2. The cost to the trial court (or the price it will pay the contractor) for goods and services under a contract must be clearly stated:

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- a. The cost may be expressed as a lump sum (i.e., one-time payment), firm fixed price, unit price, labor rate, or other specific cost basis.
- b. If the court is contracting for labor, a schedule listing the hourly, daily, weekly, or monthly cost for each person or job classification must be incorporated into the contract. This includes firm fixed price or lump sum contracts, where the schedule may be used as the basis for establishing the cost of additional work authorized under the contract.
- c. Each party's responsibility for costs that may apply such as shipping, sales tax, permits, licenses, installation, bonds, etc., should be defined.
- d. The duration of some contracts may be longer than one year. For these multi-year contracts, the contractor may want to build in automatic price increases at certain intervals. The contract should include the price or rates for the additional years. The court should determine whether any such increases are acceptable.
- e. The court may be restricted by statute or policy regarding the allowability of certain costs. The contract should address this issue, if it exists.
- f. With regard to payment, the contract should define how frequently the contractor may submit invoices (typically monthly) and what the terms of payment will be.
- g. If the court requires contractors to use special forms or formats in submitting invoices, those conditions should be stated in the contract.
- h. The contract should define the conditions under which the court may withhold payment, either as a retention or in the event of a dispute with the contractor.
- i. The contract should clearly state when payment or partial payment is due and whether or not payment is tied to completion or acceptance of tasks or deliverables.

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3. **Schedule.** Time is usually a critical element in every contract. The schedule of when work will be started and completed will be included in the contract. If applicable, interim dates for the completion of specific portions of the contract should also be stated.

4. **Scope of Work.** The contract must:

- a. Clearly define the services to be performed or the goods to be provided so that the parties agree upon the contract's scope and a determination can be made as to when consideration is due to the contractor.
- b. Be appropriate to the type of agreement. The trial court's standard purchase order may be sufficient for a simple purchase of goods, but in many cases purchase order terms are not applicable or are insufficient when the court is contracting for services.
- c. List any inclusions or exclusions.
- d. Specify details such as supervision, labor, equipment or materials. Also specify whether these are to be supplied by the court or the contractor.
- e. Identify project milestones as well as any service, product deliverables, or tasks for which the contractor is responsible.
- f. Address the possible conditions that may arise during performance of the contract that would trigger additions or deletions to the scope of work, schedule or consideration.

Additional descriptive information may be attached to the contract as an exhibit to help define the scope of work.

5. **Terms and Conditions.** Contract terms and conditions can be somewhat flexible to suit the needs of the court and the specific contract circumstances. It is the responsibility of authorized trial court employees to assure that contract terms and conditions are appropriate to the type of contract that is being awarded.

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Additional language may be necessary to incorporate “special” conditions and protect the court’s interests. Examples of contract terms and conditions that may be negotiable include, but are not limited to:

- a. Contract schedule, specifications, and quantities. Portions of a contract that define the time for performance of the scope of work and any intermediate milestones; provide a detailed statement of particulars, especially statements prescribing materials, methods, and quality of work; and the number, amount, or quantity of specific items that are to be provided by the contractor for a specific project.
- b. Delivery or completion dates. Refers to specific times during contract performance by which particular goods or services will be delivered or completed.
- c. Contract type. Refers to the method by which a contractor is reimbursed for goods provided or services rendered. Selection of the appropriate contract type is based upon the contractual obligations of the parties and the timing of payments. Examples of contract types include firm fixed price, unit price, time and materials, cost reimbursable, etc.
- d. Independent contractor. Establishes that the contractor is not an employee or agent of the trial court, but is a distinct entity in the business of providing certain types of goods or services.
- e. Payment terms and frequency. Refers to the requirements and proper format for contractors to submit invoices for services that have been completed or goods that have been delivered. Establishes the time in which the trial court must pay undisputed portions of contractor invoices after they have been received.
- f. Withholding of payments (retention). The part of a contract that establishes an amount, if any, to be withheld from progress billings until final and satisfactory project completion.

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- g. Availability of Funds (for multi-year contracts, contracts that cross fiscal years, and mid-year funding cuts). Establishes that funds that are expected to be available for payment for goods or services provided by a contractor may be withdrawn, reduced, or limited prior to the expiration of the contract. In such a case, the court may terminate the contract and the contractor is paid for goods delivered or work performed up to the date of termination.
- h. Warranty. The part of a contract that establishes any promise or guarantee on the part of the contractor regarding, for example, the nature, usefulness, service life, or conditions of the goods or services provided under the contract.
- i. Allowable vs. unallowable costs (e.g., profit or markups on materials and subcontracts). Certain cost reimbursable contracts may contain a schedule of the types of costs for which the contractor is specifically entitled to reimbursement and those costs that are not eligible for reimbursement.
- j. Requirements for bonds or letters of credit. Refers to written instruments executed by the contractor and its surety to protect or reimburse the trial court should the contractor fail to perform some obligation. If the contractor's obligations are not met, the bond or letter of credit insures payment to the extent specified in the contract documents. Common types of bonds include bid, payment, and performance bonds. Since the costs of the bonds or letters of credit are usually passed on to the trial court as part of the contractor's costs, the trial court should carefully review the need for bonds or letters of credit.
- k. Inspection, testing and acceptance requirements. Part of a contract that establishes any required examination or testing of procured items or services to determine whether they have been received in the proper quantity and condition and conform to applicable specifications. Acceptance for services should be written and issued to the contractor to indicate acceptance of a deliverable or submittal to be in compliance with the contract's

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requirements. Contracts typically specify that a contractor must not be paid for a deliverable or submittal until it has been accepted in accordance with the acceptance procedures that are specified in the contract.

- l. Labor documentation (contractor timesheets). A contract may require that the contractor's invoices be accompanied by documentation such as workers' signed and approved timesheets to substantiate the work for which the invoice has been submitted.
- m. Financial requirements. For large or long-term contracts that require significant contractor investments of time, labor and capital, the trial court may require that the contractor's organization meet certain financial requirements that indicate financial stability.
- n. Insurance requirements. A listing of the minimum insurance coverage that must be maintained by the contractor during the course of the work as well as the requirements for submitting evidence of such coverage.
- o. Indemnification. The part of a contract that establishes the extent to which either party is required to hold the other party harmless from loss, damage, or liability that may arise out of the contractor's performance of the contract or other circumstances specified in the contract. The trial court may require indemnification from the contractor, but the trial court should not agree to indemnify the contractor.
- p. Liquidated damages. The part of a contract that establishes a fixed amount that must be assessed against the contractor (or possibly the court) if it breaches specified delivery provisions of a contract (e.g., it fails to complete delivery, installation, services, or the work specified in a contract within a defined period of performance or schedule). A liquidated damage is a sole remedy for damages resulting from a breach of schedule; therefore, legal counsel should be obtained prior to its inclusion in a contract.

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- q. Termination clauses. The portion of a contract that specifies what rights each party will have to terminate the contract unilaterally. The trial court should specify that the court may terminate the contract either for cause, convenience, or unavailability of funds. Each court must ensure that any contract entered into by the court contains provisions that will permit the contract to be modified if resources become unavailable during the course of the contract year due to reductions in the budget that are beyond the control of the individual court. The court may also agree to give the contractor the right to terminate the contract for cause. The court should not agree to give the contractor the right to terminate for convenience.
- r. Contract changes clause. The part of a contract that defines the conditions under which the contractor may request a material or immaterial change to the contract and the responsibility of the trial court to consider the contractor's request.
- s. Audit rights. The part of a contract that establishes the right of the trial court to conduct an audit of the contractor's financial records and records that specifically relate to the work performed by the contractor for the trial court.
- t. Disputes/Dispute Resolution. Defines the process to be followed and the rights of each party in the event of a disagreement between the trial court and the contractor.
- u. Contract Suspension. Defines the conditions under which the trial court may unilaterally order the contractor to stop work and the conditions that apply for resumption of work or eventual termination of the contract.
- v. Remedies (regarding correction of issues discovered during audits, poor contractor performance, etc.). The part of a contract that establishes the parties' respective rights and the process to be followed in the event of a failure to perform as required by the contract terms and conditions.

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- w. Confidentiality. The performance of certain contracts may require a contractor to generate or receive from the trial court data or other information that is about individuals, organizations, or government programs and must be kept confidential. In these instances, and in the instances where either the contractor or the court must disclose any other confidential or proprietary information to the other party, the contract should contain a clause that addresses the kinds of data and other information to be disclosed or generated by the contractor and/or disclosed or provided by the trial court that are considered confidential and how it should be treated. Examples of situations where the clause may be appropriate include:
- i. Studies that generate information or involve trial court-furnished information that is personally identifiable, such as medical records, vital statistics, surveys, and questionnaires.
  - ii. Contracts that involve the use of salary structures, wage schedules, proprietary plans or processes, or confidential financial information of organizations other than the contractor's.
  - iii. Any work that requires the contractor to access the trial court's proprietary systems or software.
- x. Ownership of deliverables. The part of a contract that establishes the rights of each party regarding the use and ownership of items that are delivered to the trial court under the contract and for which the contractor is compensated. The trial court typically owns the deliverables produced by the contractor and ownership rights should be specified in the contract. It is especially important to specify ownership of any rights to intellectual property, such as software, artwork, and writings that may be produced by the contractor.
- y. Notice (to whom legal notices should be sent). A statement in a contract regarding to whom specific types of written notices or communications are to be sent.

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- z. **Business Related Travel.** The part of the contract that establishes the terms and conditions associated with business-related travel, if the trial court agrees to compensate the contractor for travel. Although the specific contract language may vary depending on the project, an example of suggested contract language for reimbursable business-related travel is included as part of the 7.0, Associated Documents.

Refer to Policy No. FIN 7.03 Contract Administration, for more information on a number of these subjects.

#### **6.1.1 Requirements for Contracts with Credit Card Issuers** (Revised 8/02)

1. GC 6159 (c) establishes the minimum requirements that must be met when the trial court enters into contracts with credit card issuers so that the court may accept various types of payments by credit card. These contracts must define:
  - a. The respective rights and duties of the trial court and credit card issuer regarding the presentation, acceptability, and payment of credit card drafts.
  - b. A reasonable method to facilitate payment settlements.
  - c. A reasonable fee or discount to be paid to the credit card issuer.
  - d. Other matters that may be agreed upon by the parties.
2. Additional information regarding credit card payments is provided in Policy Nos. FIN 10.01 Revenue Collection and Distribution, and FIN 10.02 Cash Handling.

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## **6.2 Contractor Insurance**

(Revised 9/10)

1. Contractors providing services to the trial court must maintain and show proof of adequate insurance coverage before beginning work on any contract with the court.
2. Contractor insurance policies should be endorsed to include the trial court as an additional insured for commercial general liability and automobile insurance policies. Certificates of insurance must be received from the contractor or be verified as current and on file with the court prior to the beginning of any work.
3. Trial court contractors must maintain insurance coverage that is appropriate to their business operations and the nature of the work, goods or services provided to the court. Examples of the types of insurance coverage generally maintained by reputable contractors include, but are not limited to:
  - a. Workers Compensation and Employer's Liability.
  - b. Commercial General Liability including property damage and bodily injury.
  - c. Automobile Liability – Owned, non-owned, and hired vehicles, including bodily injury and property damage.
  - d. Professional Liability (e.g., errors and omissions) – Required if contractor provides professional/design services (e.g., attorneys, consultants, architects, engineers, etc.).

## **6.3 Contract Negotiation**

(Revised 9/10)

1. Contract negotiations, if required, must be conducted, as authorized by the court.

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2. Contract negotiations must only be conducted by court employees who are authorized to commit the court with respect to the subject matter and dollar value of the prospective contract.
3. Prior to beginning negotiations, the trial court should develop a negotiation strategy that addresses the critical points of the contract.
4. Legal counsel should be sought when negotiating indemnification, liquidated damages, limitation of liability, and other such provisions. Attorneys in the AOC's Office of General Counsel are available to assist the trial courts when legal counsel is required.
5. At the conclusion of negotiations, it is recommended that a memorandum be prepared summarizing the results of the negotiations and the final agreements on contract cost, scope of work, schedule, and terms and conditions. The memorandum serves as the record of negotiations for the contract file, documenting the specific points of agreement between the court and the contractor prior to execution of the contract. The memorandum is not a part of the contract but can be a useful communication device for the court internally as well as with the contractor, and can be used to settle any misunderstandings, confusion or challenges that may arise later.

## **6.4 Risk Evaluation**

(Revised 9/10)

1. The trial court must conduct its business in a way that minimizes financial risk and avoids unnecessary liability.
2. The trial court must only enter into contracts with individuals, businesses and other legal entities that are financially and operationally sound. They must demonstrate an ability to meet the requirements of the contract scope of work. They must also meet the applicable insurance and bonding requirements of the court.

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3. All of a contract's terms and conditions are important, but there are key clauses that must be carefully reviewed with respect to the degree of risk the court is willing to assume including:
  - a. Indemnification – This provision of a contract can limit the parties' responsibility to make payments in the case of an accident, injury, property damage, etc.
  - b. Warranty – The contractor should provide a warranty that protects the court against the failure of goods provided or services performed for a reasonable period of time given the nature of the scope of work.
  - c. Insurance – The types and amounts of insurance carried by a contractor may limit the compensation the court can recover in case of an accident, injury or property damage caused by the contractor.
  - d. Liquidated damages – The purpose of this section of the contract is to establish and agree to a monetary damage if specified schedule conditions are not met.
  - e. Dispute resolution – The contract should contain a description of how the parties will seek to resolve any dispute that arises during the performance of the contract.
  
4. There may be instances when prospective contractors insist on contract terms, payment schedules, work schedules, restrictive scopes of work or other conditions that are unacceptable to the court. Other times, prospective contractors may not maintain acceptable levels of insurance or be able to meet special bonding requirements. The trial court should avoid circumstances that would force or coerce the trial court to enter into a contract in which risks or liabilities outweigh the benefits. After examination of all the issues, the trial court may elect to contract with another party whose terms are more beneficial to the court.

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5. Prior to execution, contract documents must be reviewed by an authorized and knowledgeable employee for conformance with the court's requirements and any negotiations that have occurred. The scope, schedule, cost, terms and conditions, and items such as the court's liability exposure, insurance and bonding requirements must be reviewed and approved before the contract is transmitted to the contractor for execution. The contract review checklist at the end of this section may be used as an aid in contract review.

## 6.5 Contract Execution

(Revised 9/10)

1. Trial court contractual agreements must only be executed by authorized court employees acting within the scope and authorization level (dollar amount) of their official duties.
2. The trial court should not allow any contractor to begin work without a fully executed (signed by both parties) contract. In addition, the contractor should provide all applicable insurance and bonding documentation to the court prior to beginning work.
3. The trial court's files must contain an **original, fully executed copy of every contract** it enters into, including any amendments.
4. Contract files must be retained according to the requirements established in Policy No. FIN 12.01 Record Retention.

## 6.6 Master Agreements

(Revised 9/10)

1. Master Agreements may be issued using standard terms, as listed above, with the addition of specific language that addresses the following:

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- a. A statement that the provider must provide the services or goods if and when requested, at rates established in the agreement, for a specified time period or until the maximum dollar amount has been depleted, whichever occurs first.
  - b. A statement that the trial court is obligated only to the extent that services are authorized in writing under the master agreement. There is no guarantee that a master agreement is exclusive, that a minimum number of orders will be placed, or that a minimum dollar value of services will be authorized under the agreement.
2. When service requirements arise that may be filled under a master agreement, the trial court issues a written authorization to the provider that describes the services to be performed. Service authorizations must be within the scope, period, and maximum value of the agreement. Each authorization must contain the following information:
- a. Name of the person placing the order,
  - b. Date of the authorization,
  - c. Contact number and authorization number,
  - d. A description of the work to be performed and the associated cost or unit rate,
  - e. Delivery or performance rate,
  - f. Place of delivery or performance,
  - g. Any other pertinent information.

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## **7.0 Associated Documents**

(Revised 9/10)

**Contract Review Checklist**  
**Business-Related Travel Sample Contract Language**  
**Judicial Branch Travel Guidelines**

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**Contract Review Checklist** The checklist is presented as a minimal listing of requirements only. Each court may expand the listing as a job aid to their staff.

<b>Scope of Work</b>	<b>Yes</b>	<b>No</b>
<ol style="list-style-type: none"> <li>1. Are the trial court's standard contract terms and conditions applicable to the scope of work?</li> <li>2. Is the scope of work clearly defined for the price and performance?</li> <li>3. Are the criteria for the contractor's completion of work or the trial court's acceptance of work clearly defined?</li> <li>4. Is the contract type (e.g., lump sum, time and materials, fixed price, unit price, etc.) appropriate to the scope of work?</li> <li>5. Are each party's responsibilities clearly defined?</li> <li>6. Are the contract's expected results (e.g., deliverables) defined?</li> <li>7. Is the changes clause reasonable and appropriate?</li> </ol> <p>Required action:</p>		
<b>Pricing</b>		
<ol style="list-style-type: none"> <li>1. Check documentation that contractor's pricing is reasonable and appropriate.</li> <li>2. Have applicable taxes been identified and included in the price?</li> <li>3. On multi-year contracts, has the contractor built in any price escalation? If so, is this acceptable?</li> <li>4. Does the contractor's price include any items that may not be allowable by the court?</li> <li>5. If payment is tied to a deliverable or completion of a task, is the deliverable/task clearly stated?</li> </ol> <p>Required action:</p>		

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**The checklist is presented as a minimal listing of requirements only. Each court may expand the listing as a job aid to their staff.**

<b>Payment</b>	<b>Yes</b>	<b>No</b>
1. Is the contractor's invoicing schedule acceptable?		
2. Is the contractor's invoice format acceptable?		
3. Does the contract require the contractor to comply with any special court invoicing or invoice documentation requirements?		
4. May the court withhold payment of any disputed portions of invoiced amounts?		
5. Are the terms of payment acceptable to the court?		
6. Is there a retainage on progress payments? If so, what is the retainage percentage? What are the criteria for releasing the retention?		
Required action:		
<b>Risk Evaluation</b>		
1. Is indemnification language acceptable to the court?		
2. Is the contractor's warranty appropriate to the scope of work?		
3. Does the contractor maintain the insurance levels of required by the contract?		
4. Is the contractor able to meet any special bonding requirements?		
5. Does the contract include a provision for liquidated damages? Are the damages appropriate to the scope of work? Has legal counsel been sought?		

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**The checklist is presented as a minimal listing of requirements only. Each court may expand the listing as a job aid to their staff.**

<b>Risk Evaluation (continued)</b>		
<p>6. Are limitations of liability included? If so, are they acceptable given what conduct they address, what remedies/damage they impact, and what the “caps” are?</p> <p>Required action:</p>		
<b>Miscellaneous</b>		
<p>1. Does the contract define the procedure for terminating the contract for cause, convenience, or lack of appropriation of funds?</p> <p>2. Are any small or disabled veteran business goals defined?</p> <p>Required action:</p>		

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## BUSINESS-RELATED TRAVEL SAMPLE CONTRACT LANGUAGE

### Compensation for Allowable Business-Related Travel Expenses

- A. **Reimbursable Travel Expenses:** Contractor must submit a travel plan to Court for review and written approval prior to incurring expenses for travel that may be required in performance of this Agreement. The travel plan must include the date(s) for travel, reason travel is required, and an estimate of the potential expense. Court must compensate Contractor for authorized travel expenses in accordance with the approved travel plan, or any authorized changes to the travel plan that have been approved by the Court in writing (e.g. letter, email, etc.), and the relevant sections of the *AOC Travel Guidelines*. A copy of the AOC Travel Guidelines are attached and incorporated into this Agreement.
- B. **Invoicing Requirements for Travel Reimbursement:** Contractor must provide copies of receipts and invoices for reimbursement of travel expenses that have been incurred in accordance with the travel plan that has been approved by the Court, or any authorized changes to the travel plan that have been approved by the Court in writing (e.g. letter, email, etc.). The Court must not pay travel expenses that have not been authorized in writing.
- C. **Total Travel Reimbursement Amount:** The total amount that Court must reimburse Contractor for travel related expenses, pursuant to this provision, must not exceed **\$XXX.00**, unless agreed to in a written amendment to this Agreement.

If the Court agrees to private vehicle ground transportation, the insurance requirements included in the contract should also include a requirement for appropriate automobile coverage. Additionally, headquarters should be assigned to determine compensation of the most direct route. It is also suggested that the Court include the last provision above with a “not to exceed amount” to assist the Court in budgeting for contract related travel expenses.

This sample language assumes that “Court”, “Contractor”, and “Agreement” are defined terms in the contract document. The current *AOC Travel Guidelines* are attached for reference. However, since the guidelines are updated from time to time, the Court should include in the contract whatever version of the guidelines is current at the time the contract is signed.

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## JUDICIAL BRANCH TRAVEL GUIDELINES

The Judicial branch's policy and limits on reimbursable travel-related expenses are listed below. To be eligible for lodging, incidentals, and meal reimbursement, expenses must be incurred in excess of 25 miles from headquarters. Lodging, incidentals, and travel meal costs reimbursed within 50 miles from headquarters are taxable and reportable income.

**Lodging – Receipts** are required and each day of lodging claimed must be listed separately on the reimbursement claim form. Maximum rates are listed below. Exceptions may be considered on a case-by-case basis, and for centrally booked conferences or meetings. Receipts for hotel lodging charges must be on a pre-printed bill head with a zero balance shown. **The hotel check-out or receipts from a third-party provider for lodging booked via the internet are not valid receipts.** In some instances, a hotel may decline to issue a receipt on their pre-printed bill head for lodging via the internet.

1. In-state - Actual costs are reimbursable up to a maximum of \$110 per day, plus tax and energy surcharge thereon. Within the counties of Alameda, San Francisco, San Mateo, and Santa Clara, the maximum rate is \$140, plus tax and energy surcharge thereon.
2. Out-of-state – Actual costs are reimbursable up to the federal lodging rate for that city per day, plus tax and surcharges thereon with appropriate prior approval. The federal lodging rates are accessible on the internet at:  
[http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA\\_BASIC](http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC). (Click on chosen state.)

<http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/travel.htm>  
(click on Domestic Per Diem Rates).

Note: Because employees do not have control over where non-state-sponsored business is conducted, reimbursement of actual expenses, supported by receipts is authorized, without the approval of an Exception Request for Lodging form if the participant stays at the same location as the conference, convention, or meeting site for either in-state or out-of-state travel. In all instances, the traveler must attach substantiating documentation (such as a registration form or an agenda indicating meeting site lodging location) to the travel expense claim.

**Meals** – Actual costs are reimbursable up to the maximum limits stated below for continuous travel of more than 24 hours.

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1. Breakfast – Up to \$6.
2. Lunch – Up to \$10.
3. Dinner – Up to \$18.

Meal reimbursement for one-day trips is taxable and reportable income unless travel included an overnight stay. Lunch may not be claimed on trips of less than 24 hours. For continuous travel of less than 24 hours, actual expenses up to the above limits may be reimbursable if:

1. Travel begins one hour before normal work hours – Breakfast may be claimed.
2. Travel ends one hour after normal work hours – Dinner may be claimed.

**Incidental Expenses** – Actual costs are reimbursable Up to \$6 per day. Incidentals are not reimbursable for one-day trips; they may only be claimed after 24 hours.

**Transportation** – The actual cost of tickets for air, rail, bus, rental car, or other forms of public transportation is reimbursable. The lowest cost ticket available must be purchased. Receipts are required for rental cars and air travel. For ticket less travel, the traveler's itinerary may be submitted in lieu of a receipt.

1. The actual costs of cab fare, public parking, and tolls are reimbursable. Receipts are required for all **cab fare and public parking** expenses of \$3.50 or more. Receipts for bridge and road tolls are not required.
2. Mileage – Personal vehicle mileage is reimbursable the current federal mileage reimbursement rate established by the Internal Revenue Service that corresponds to the date/s of travel.
3. Privately owned aircraft – Reimbursement is \$.50 per statute mile. This reimbursement is taxable and reportable income.

**Other Business Expenses** – Actual cost is reimbursable. Receipts are required for all other business expenses, regardless of the amount claimed.

In the event receipts cannot be obtained or have been lost, a statement to that effect and the reason provided shall be noted in the expense account. In the absence of a satisfactory explanation, the amount involved shall not be allowed. Further, a statement explaining that a receipt has been lost shall not be accepted for lodging, airfare, rental car, or business expenses.

Receipts for telephone or telegraph charges related to court business of \$2.50 or less are not required. However, claims for phone calls must include the place and party called.